

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report - May 2012
Date: June 3, 2012

Administrative

- Assisted Architects who returned to do measurements and view the library architectural drawings and then brought the selected drawings to Public Works to be scanned.
- Attended the Long Island Library Conference. Nancy Pearl was the keynote speakers. Spoke with vendors, in particular Freegal and World Book.
- Attended a Mayor's Youth Board meeting.
- Attended the library's strategic planning meeting with selected members of the staff and community.
- Attended two meetings with the architects continuing the work on the first floor masterplan.
- Met with Director Kenney and Bill Deierlein to work on database renewals for new fiscal year.
- Attended a Website TaskForce meeting.
- Attended Assistant Director Degyanky's workshop on Workplace Harrassment/Discrimination.
- With Librarian Deschamps, met with a representative from CollectionHQ.
- Attended the Westchester Library Association Annual Conference.

Staff Activities - *Thanks to librarians Karyn DeLuca, Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report.*

- Several staff attended the Westchester Library Association Annual Conference in Tarrytown: Hughes, DeLuca, Rothman, Perez.
- Librarian Rothman did a field trip to the New Rochelle Library to learn about their programming initiatives.
- Librarian Carlson attended Story Talk training at Queens Library.
- Librarian Carlson worked with the architects on the designing of the Edge.

Customer Service:

- Librarian Carlson worked with Jackson from IT to create the Teen Summer Reading page.
- Offered 5 one-on-one e-reader trainings and one email training in Spanish.
- 3 Spanish language computer classes.
- 45 students participated in our English Conversation Groups.
- 4 GED Classes offered.

Community Outreach:

- Librarian Hughes ran book club at Gilda's Club.
- Librarian Carlson ran the Teen Advisory Group meeting.
- Librarian Carlson ran a literacy discussion group at Woodfield Cottage.
- Librarian Carlson taught a computer class to a group from SPARC, special needs teens.
- 3 Library tours to the ESL classes.

Programs:

- Friends Annual Meeting Author Wickenden was the speaker. 30 attended.
- Librarian Rothman hosted Leveraging Social Media For Your Career Campaign. 24 attended.
- Librarian Rothman hosted Constant Contacts. 49 attended.

AGENDA ITEM #4

- YA Programs included: Allstate Safe Driving Panel, Pizza & Poetry, SAT Practice Test, Spatime, Allstate PSA program, Getting Ready for Prom,
- Ted Brown Quartet concert.
- Child Care Council program offered in Spanish.